

Employer account transactions and balances

In this guided practice, you will learn how to:

- review employer account deduction report receivables and transactions, and
- review payment history.

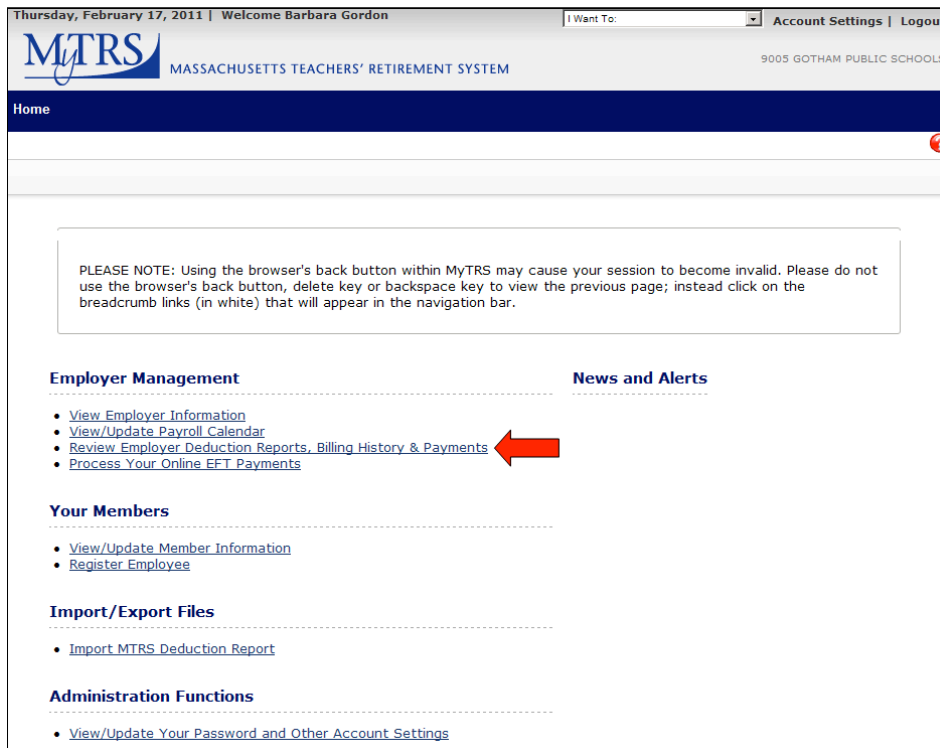
Reviewing employer account deduction report receivables and transactions

MyTRS enables users to review all transactions, including deduction reports and payments, on the *Transactions* tab, and to select filter criteria to view a sub-set of transactions.

Note Deduction reports in **Initial** status will not appear in the *Transactions* tab until they are submitted to the MTRS for review, at which point the status changes to **Pending**.

Note Working in the *Deduction Reports* tab is covered in **GP9 – Deduction Reporting Part-2 – Report Processing**.

- 1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page or in the “I Want To:” menu.



The *Transactions* tab appears.

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MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Criteria

View: Default Add Save Delete

Trans Status: Open Trans Types: All Activity Start: Activity Stop:

Fund Columns: Fund Groups Totals: Totals Reporting Agency: All Trans#:

Filter Clear

Transactions

View Trans.

Active	Trans#	Transaction Date	Status	Type	Identifier	Activity Date	Reporting Period	AS Balance	Total Balance
<input checked="" type="checkbox"/>	7905	02/14/2011	Open	Deduction Report	05-2010 Deduction Report	05/01/2010		\$7,136.31	\$7,136.31
								\$7,136.31	\$7,136.31

Note All of the data found on the *Transactions* tab can be sorted, filtered, and exported by using the controls toolbar. For detailed instructions on using the controls toolbar, please see **Reference Guide 4: Using the controls toolbar in MyTRS**.

Note The **Total Balance** column in the Transactions section displays the balance on each transaction and a cumulative total for the account.

- Change the **Trans Status** from the **Open** (default) to **All**. The **Criteria** section contains filters that enable a user to select the viewable rows in the Transactions grid.

Criteria

View: Default Add Save Delete

Trans Status: All Trans Types: All Activity Start: Activity Stop:

Fund Columns: All Totals: Totals Reporting Agency: All Trans#:

Filter

Open
Hold
Disputed
Closed


- 3) Click **Filter** to refresh the Transactions grid.

Criteria

View:

Trans Status:

Fund Columns:



The Transactions grid will refresh to show all transactions.

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MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Criteria

View:

Trans Status: Trans Types: Activity Start: Activity Stop:

Fund Columns: Totals: Reporting Agency: Trans#:

Transactions

Active	Trans#	Transaction Date	Status	Type	Identifier	Activity Date	Reporting Period	AS Balance	Total Balance
<input type="checkbox"/>	7905	02/14/2011	Open	Deduction Report	05-2010 Deduction Report	05/01/2010		\$7,136.31	\$7,136.31
<input checked="" type="checkbox"/>	7904	02/14/2011	Closed	Payment	Dep.Date 02/14/2011-Check # -Trans # -7904	02/14/2011		\$0.00	\$0.00
								\$7,136.31	\$7,136.31

- 4) To view information for a selected transaction, click **View Trans.** The *Transaction Details* pop-up window appears.

Transaction Details - Windows Internet Explorer

https://v3uat.trb.state.ma.us/uattest/app?service=external/EmployerPages:TransDetailPage&sp=l7905

Transaction

Trans#: 7905

Type: Deduction Report

Identifier: 05-2010 Deduction Report

Operator:

Contribution Date: / /

Transaction Process Code:

Transaction Status

Inserted By: bgordon9005

Updated By: DBO

Status: Open

Reverse New Edit View Approval Interest Details ☐ Show Fund Group Details

Controls		Active	Approval Required	Activity Date	Type	Identifier	Ann. Savings	Total Amount
				05/01/2010	Original	05-2010 Deduction Report	\$7,136.31	\$7,136.31
							\$7,136.31	\$7,136.31

Done

- 5) Click the X in the upper right corner to close the *Transactions Detail* window.

Transaction Details - Windows Internet Explorer

https://v3uat.trb.state.ma.us/uattest/app?service=external/EmployerPages:TransDetailPage&sp=l7905

Transaction

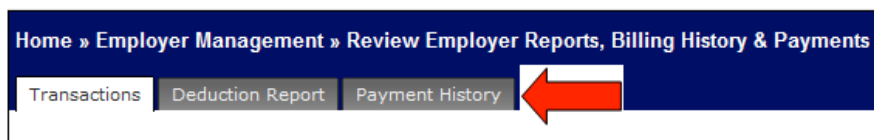
Transaction Status

You have completed reviewing employer account deduction report receivables and transactions.

Reviewing payment history

The payment history tab displays only payments in a grid format. The default view for the screen shows open payments but users can view open, closed or all payments. The Payment Amount and Remaining Amount columns indicate which payments have or have not been partially or completely applied.

- 1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page or in the “I Want To:” menu.
- 2) Click the *Payment History* tab.




The *Payment History* tab appears.

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MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions

Deduction Report

Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payments

All

Received Date	Batch No	Reporting Period	Payment Type	Check No	Fund	Payment Amount	Remaining Amount
02/03/2011	10	02/2011	Direct Deposit	375834252	Annuity Savings	\$29,847.78	\$29,847.78
01/20/2011	10	01/2011	Direct Deposit	373477847	Annuity Savings	\$31,761.66	\$31,761.66
01/06/2011	10	01/2011	Direct Deposit	377217917	Annuity Savings	\$29,808.58	\$29,808.58
12/23/2010	10	12/2010	Direct Deposit	371182832	Annuity Savings	\$30,659.18	\$30,659.18
12/09/2010	10	12/2010	Direct Deposit	372532526	Annuity Savings	\$29,645.85	\$29,645.85
11/26/2010	10	11/2010	EFT	370730220	Annuity Savings	\$29,677.23	\$29,677.23
11/10/2010	10	11/2010	Direct Deposit	373112194	Annuity Savings	\$29,677.23	\$29,677.23
10/28/2010	10	10/2010	Direct Deposit	377130273	Annuity Savings	\$29,365.70	\$29,365.70
10/25/2010	10	09/2010	Check	90159	Annuity Savings	\$29,652.56	\$29,652.56
10/25/2010	10	09/2010	Check	90086	Annuity Savings	\$29,691.29	\$29,691.29
10/25/2010	10	09/2010	Check	90007	Annuity Savings	\$29,547.81	\$29,547.81
10/14/2010	10	10/2010	EFT	371609926	Annuity Savings	\$32,851.08	\$32,851.08
09/17/2010	10	08/2010	Check	89886	Annuity Savings	\$3,213.98	\$3,213.98
09/17/2010	10	08/2010	Check	89938	Annuity Savings	\$3,213.98	\$3,213.98
08/09/2010	10	07/2010	Check	89767	Annuity Savings	\$734.46	\$734.46
08/09/2010	10	07/2010	Check	89831	Annuity Savings	\$3,213.98	\$3,213.98
08/09/2010	10	07/2010	Check	89784	Annuity Savings	\$3,213.98	\$3,213.98
07/20/2010	10	06/2010	Check	89628	Annuity Savings	\$128,980.90	\$128,980.90
07/20/2010	10	06/2010	Check	89618	Annuity Savings	\$29,801.81	\$29,801.81
07/20/2010	10	06/2010	Check	89709	Annuity Savings	\$3,115.88	\$3,115.88
07/15/2010	10	05/2010	Check	89451	Annuity Savings	\$31,730.82	\$31,730.82
07/15/2010	10	05/2010	Check	89533	Annuity Savings	\$31,108.98	\$31,108.98

You have completed reviewing the employer's payment history.

You have completed this guided practice.